

Request for Qualifications (RFQ) For Consultant to Prepare a Plan for Concrete Driveway Repair

SCOPE OF SERVICES:

PRIMARY WORK PRODUCT: The selected consultant shall provide an executable plan to repair the damaged concrete driveway at the Clallam Transit System base of operations at Clallam Transit System, 4100 Tumwater Truck Route, Port Angeles, WA, 98363, including the following:

- Perform engineering and design as needed to remove and replace degraded concrete and grades within a 6,500 square foot area designated by the agency at the Clallam Transit System base of operations.
- Determine an estimate of cost of work by contractors (demo and construction).
- Develop and provide a project timeline for the work, as applicable.
- Determine any wetland/storm water/drainage mitigation and/or planning needed, if any, per existing code and permit requirements.
- Determine/confirm and set the actual degraded area to be repaired and include in the scope development for contractors.
- Determine and set repaired grade/compaction/materials/drainage design to complete work as needed.
- Include in the design future needs to be determined by the agency (e.g., placement of conduits and possible propane fueling system addition).
- Include all material specifications for performing the demo and construction as needed.
- Provide a complete list of permitting authorities having any oversight for the project that may require notification, oversight, or have permitting requirements. (e.g., DOE, Federal, State, and Local authorities)

- Assist the agency in preparation of documentation needed for permitting process and determine and provide all documentation for retention per Local, State, or Federal requirements.
- Be available for consult during the project construction period to the agency and/or contractor as needed.

SUBMITTAL SUMMARY:

Your Statement of Qualifications should be provided in three (3) identical hard copies and include the following items, along with other material to demonstrate Consultant's expertise and capability:

1. A brief written description of the Consultant's approach to the project.
2. The expertise of the team assembled by Consultant to carry out the work.
3. A list of comparable projects undertaken by Consultant and/or team members.

Send three (3) identical hard copies of your Statement of Qualifications to:

Clallam Transit System
Attn: Mark Ausmus
830 W Lauridsen Blvd
Port Angeles, WA 98363

RECOMMENDED FORMAT FOR SUBMITTALS:

1. **GENERAL INFORMATION:** Name, address and brief description of Consultant's firm.
2. **TEAM EXPERTISE:** Brief description of general qualifications, the multi-disciplinary nature of the team assembled for this project, specific evidence of relevant experience, and a listing of and resumes for key personnel that would be available to work on this project.
3. **DESCRIPTION OF APPROACH:** Up to two (2) pages describing the Consultant's interest, particular abilities, and qualifications related to this project along with Consultant's typical approach to projects similar to this one.
4. **COMPARABLE PROJECTS:** Summary of concrete repair design plan projects in progress or completed, with the following information for each:

- a. Reference name, with current contact information
- b. Current status of the project (drafting in progress; drafting completed; adopted?)
- c. Client type (clarifying role of private sector client, if any)
- d. Size and scale of geographic area
- e. Type of development

EVALUATION OF SUBMITTALS:

Consultants responding to this RFQ must demonstrate the following:

- Experience in preparing plans for concrete design and/or concrete repair design
- Strong graphic skills
- Strong skills in written and oral communication

Clallam Transit System (CTS) will evaluate all submittals to determine which Consultants have the experience and qualifications that are most suited for this project.

CTS may request personal interviews with the highest-ranked Consultants or may request one or more prospective Consultants to submit detailed proposals, which may include the following:

1. Detailed description of the methodology being proposed.
2. Work program detailing:
 - Tasks to be performed.
 - When each should be completed (timeline).
 - Tentative allocation of person days by task.
 - Schedule of work products.
3. Methods the Consultant recommends to manage the project.
4. Identification of key personnel to be assigned to the project and their roles, with resumes of all key personnel.
5. Hourly rates (inclusive of overhead and profit) for personnel or personnel categories.
6. Data expected to be provided by CTS.

SCHEDULE OF ACTIVITIES:

Pre-Submittal Site Visit (Attendance Optional) 9 AM, June 1, 2018

All interested Consultants are invited to a pre-submittal on-site visit to view the work site and meet with the technical liaison, Mike Oliver, Maintenance Manager:

Clallam Transit System Administrative Offices
830 W Lauridsen Blvd
Port Angeles, WA 98363

Statement of Qualifications submittals due: June 15, 2018

CTS review of Statement of Qualifications: June 22, 2018

Evaluation of submittals and short listing of firms: June 29, 2018

Complete interviews of short listed firms: July 13, 2018

Select firm: July 20, 2018

Issue Notice of Award/Sign Contracts: August 10, 2018

The schedule of activities is subject to change without prior public notice. All Consultants having provided a Statement of Qualifications by the due date will be notified of changes to the schedule of activities.

EVALUATION CRITERIA:

Statement of Qualifications evaluation criteria shall include:

1. Specialized experience or technical expertise of the organization and its personnel in connection with the scope of services to be provided and complexity of the project. **0-25 points.**
2. Past record of performance on contracts, including quality of work, timeliness and cost control. **0-25 points.**
3. Capacity of the organization to perform the work within time limitations, taking into consideration the current planned workload of the firm. **0-25 points.**

4. Familiarity of the organization with this type of project or problems applicable to the project. **0-25 points.**

OWNERSHIP OF INTELLECTUAL PROPERTY:

All work product and intellectual property produced by the selected Consultant shall be owned exclusively by Clallam Transit System.

QUESTIONS AND COMMENTS:

Please direct all questions and comments by email or telephone to:

Mark Ausmus
Procurement Specialist
marka@clallamtransit.com
(360) 452-4511